



greenwood theatre

Student User Guide

2012/2013

Welcome

Welcome to the Greenwood Theatre for the 2012/2013 season of student shows. This guide should give you all the information you need to plan the staging of a full production in the theatre. However, please be reassured that any member of the three-person staff will be happy to answer any questions you have about any aspect of your show. Our contact details are further on.

The theatre gets extensive and heavy use throughout the academic year as the biggest space the College has, and is the main lecture theatre for Years 1 & 2 medical students as well as Year 1 Biomedical Sciences students. Lectures usually start from mid-September and run until May, and a normal day would see a different lecture every hour from 9am-5pm. Show bookings have the hours after 5pm, and we usually have between 14-20 student shows per academic year.

To book a show slot in the Greenwood, please see the page on Booking Procedure and Charges. This is normally organised by KCLSU in May/June for the following academic year. Bookings taken after this time are at the Manager's discretion and by agreement with KCLSU.

Please note also that booking the theatre is not free. See the Booking Procedure and Charges page for information on rates.

If you have any questions having read through this guide, please contact any of us below:

Catherine Sharman – Theatre Manager: t: 020 7188 2682 m: 07595 090246 e:

catherine.sharman@kcl.ac.uk

Simon Taylor – Theatre Technician: t: 020 7848 6672 e: simon.taylor@kcl.ac.uk

Adam Blenkiron – Theatre Technician: t: 020 7848 6672 e: adam.blenkiron@kcl.ac.uk

New for this year

This summer we were excited to have a brand new stage floor laid. It is a very high quality surface as made and installed by the leading flooring company in theatre and dance, Harlequin. We are very much looking forward to seeing it in action, and hope you all like it too!

We have replaced our radio microphone stock completely due to changes to the licensing of the frequencies, however we now have properly controlled licensed frequencies that are ours and ours only as well as the new equipment, which is great news.

Rob left us to make his way in the world as a professional sound engineer and producer, and so this academic year we are starting with our new technician, Adam. He has joined us from the Symphony Hall in Birmingham and can't wait to crack on with some shows.

Finally, we have continued to make use of our Facebook and Twitter pages but we're also very happy to introduce our very own website at last! Check out www.kcl.ac.uk/greenwood

Booking Procedure and Charges

KCLSU handle all booking requests, through the Student Activities Coordinator. Weekly bookings are taken in May/June for the three weeks at the end of the first semester, and all weeks in the second semester. Weeks outside of these blocks are considered on a show-by-show basis, depending on availability.

- Payment for the hire of the Greenwood Theatre is done through the Purchase Order process by KCLSU. Please contact them if you have any queries.
- **Late Bookings:** Any booking applications made after the beginning of the new academic year can only be accepted at the discretion and mutual agreement of KCLSU, Room Bookings and the Theatre Manager.
- KCLSU use of the Greenwood Theatre is limited only to officially ratified KCL Student Society productions and related rehearsals for shows that will be held at the Greenwood. **Societies cannot book the theatre on behalf of other groups outside King's.**

The weekly theatre hire rate for the academic year 2012/2013 has remained the same as last year in agreement with KCLSU and the College:

Technical Saturday - 10.00 to 18.00 = £100

Weekday evenings - 17.00 to 22.00, plus Wednesday afternoon from 14.00 = £80

Bringing the price of a standard production week to £500.

Outside of the weekly show bookings, the theatre can be booked by societies for one-off evening events in the period of September-November before weekly bookings begin. These bookings are at the discretion and agreement of KCLSU, Room Bookings and the Theatre Manager. Charges for one off events are as below:

Weekday evenings for lectures/rehearsals = £80

Weekday evenings for productions = £100

Saturday 9 – 5pm = £100 and 6 – 10pm = £150

Sundays (by special arrangement) = £250

Theatre hire **does not include use of the data projector**, which is charged at £60.

Please note that fines will be levied on groups who run beyond the given hours of hire (stated above), as we have a public license and a responsibility to the local area to not go beyond these hours.

Should the theatre be left in a state that is deemed less than acceptable by the Theatre Manager or Theatre Technicians, a fine of £150 will be imposed and the society at fault will not be permitted to use the Greenwood the following year.

Using the Theatre

Before your hired week

Once you have booked a show in the Greenwood, it is important for you to see the theatre and meet the staff who will be working with you.

If you make a booking as part of the standard KCLSU process in May/June, you will be invited to a group introduction session one Wednesday afternoon in October/November. At this session, all three staff are present and we talk about how a week in the theatre is organised and run. You are free to look around the stage, props store, dressing rooms and scene dock, and ask any questions you may have.

We also offer a further session specifically about the technical elements of theatre such as lighting, sound and stage management; these are geared towards directors, producers and those who may not have had much experience before, however we are always keen to help anyone with a specific interest.

If you make a booking outside of this time, or are not able to attend the session offered, then it is important that you come to visit the theatre and meet a member of staff at least two weeks before your event.

Two weeks before your performance, we will arrange a meeting with your production team to talk about what your plans are. If your show is very complex, you're unsure of anything, or you just wish to hold a meeting before this time then get in touch – it isn't a problem.

During your hired week

The hours you have the theatre for are:

Saturday: 10am – 6pm

Monday: 5pm – 10pm

Tuesday: 5pm – 10pm

Wednesday: 2pm – 10.30pm*

Thursday: 5pm – 10.30pm*

Friday: 5pm – 10.30pm

These hours work around lectures, and are not flexible because of the heavy use of the Greenwood for teaching. Please consider these hours when planning the duration of your performance, as these times are the time by which the theatre must be empty.

*If in use as a performance night

For your week, you will work with one member of staff who will act as the manager during this time.

Please note, you must have people to operate sound, lighting and stage management. Staff cannot do this during a show for you, however whoever works with you will be able to assist with all technical areas, and train anyone who will be operating the equipment for performances.

Staff also monitor your safety at all times. All are trained first aiders and evacuation controllers; please use them as your first point of call in any emergency. Please also abide by any rules or advice they offer as it is often for you and your group's safety.

The recommended schedule for the week you hire is as follows:

Saturday: Technical day for lighting, set and sound. Lighting will usually take most of the day and needs the stage space, so it's best to rehearse elsewhere if required.

Monday: Finishing any technical work/technical rehearsal

Tuesday: Dress rehearsal

Wednesday afternoon: Finishing touches, final rehearsals

Wednesday evening-Friday: Performances

We require all performances to start at 7pm to ensure that the theatre is empty by 10pm.

Many groups opt to give only one or two performances on the Thursday and/or Friday, in which case Wednesday and/or Thursday are extra rehearsal time.

General Rules and Tips

The guidance and rules in this guide are for fairness and safety.

- Students are **not allowed** to access the stage without the presence and permission of KCL Theatre staff.
- Stage equipment (lighting, sound, flies, tallescope, etc.) may NOT be used without the presence and direct permission of KCL Theatre staff. **Apart from being able to advise on the correct use of theatre equipment, it is a legal requirement in case an accident occurs on-stage or in the auditorium.**
- No other materials or electrical equipment may be introduced to the theatre without the express permission of KCL Theatre staff.
- Food and drink should **NOT** be brought onto any area of the Stage.
- No person may remain in the Greenwood Building, in any area, between the hours of 2300 and 0900.
- **All shows must start at 7.00pm and finish by 10.00pm – If it is a long show, then start earlier!!**
- Smoking is not permitted in any part of the building, including the Stage, at any time. Naked flames are never allowed under any circumstances, at any time.
- As the Greenwood holds its own Premises License, societies are free to advertise in external publications. This must be checked with the Theatre Manager beforehand, however.

Please keep the Dressing Rooms clean and tidy at all times. It is your responsibility to ensure that these rooms are properly cleared out entirely at the end of your week. Any items left in these rooms may go missing, be relocated without notice, or thrown away by the cleaners or following groups. Likewise, the Make-up, Costume and Props room **MUST** be kept tidy. Please ensure that a couple of people are assigned to tidy this room during the Friday night Get-out.

Set, props and costumes **must** be removed before leaving the Theatre after the Friday night show, with all society members expected to help. Remember, there is another group using the theatre the day after your show finishes. Some set pieces, props and costumes can be left **by arrangement with the Theatre Manager only** for collection the following day before noon. These items are left at the group's own discretion and the theatre is not responsible for any loss or damage sustained. The Manager reserves the right to dispose of any items left in the theatre after the agreed collection date and time.

Greenwood Theatre Specifications and Equipment List

Specifications

Stage width: 19m / 62'
Stage depth: 9m / 29'
Pros. Arch height: 6.4m / 21'8"
Pros. Arch width: 11m / 36'
Grid height: 15.3m / 45'
Cyclorama height: 6.4m / 21'

There are 30 Fly-bars operated from a single-purchase counter-weight system,

Bar length: 13.4m / 44ft

Staging equipment

Cloths/Masking:

6 x 20' wide black serge legs (can be folded to alter stage space)
1 x Black Backcloth (40'W x 26'H)
1 x White Sharks tooth gauze (30'W x 20'H approx.)
1 x Black Sharks tooth gauze (30'W x 20'H approx.)
4 x Black Headers (30'W x 9'H)
1 x White Cyclorama (62'W x 21'H)

Decking:

2m x 1m (x6) legs at 300mm, 300-450mm and 450 to 900mm
2x steps for access to all decking heights

Effects:

Martin smoke machine
Jem hazer

Sound:

Soundcraft Spirit 'Series 2' 24-channel mixing desk.
4 x Martin Audio EM 76 Speakers.
2 x RCF A-300a speakers
2 x RCF TT25-SMA stage monitors
QSC Powerlight 1.0 amplifier.
Denon C.D.Player and Denon Mini Disc Player.
Yamaha SPX990 Professional Multi-effect Processor.
Behringer FBQ3102 Pro Graphic EQ
G5 Mac Pro with QLab
4 x SM58 Cabled Mics
4 x SM58 Handheld Radio Mics with Shure LX4 receivers:

5 x Sennheiser 100 series Radio Lapel Mics w/EW100 diversity receivers.
3 x Shure SLX1 Radio lapel mics w/SLX4 diversity receivers
Sennheiser ASA 3000 antennae splitter
2 x Sennheiser passive omni-directional antenna
Headsets and Beltpacks for production communications

Lighting:

Compulite Dlite Compact computer lighting control board
Strand LD90 dimmer system with 200 channels at 2.5k and 8 channels at 5k
Above stage: 4 IWBs attached to counterweight fly bars
Forestage: 2 IWBs on lifting hoists
Auditorium: 2 IWBs on lifting hoists

Profiles

4 x Freedom 15/32
6 x Cantata 18/32
3 x Harmony 15/28
3 x Harmony 12
2 x Strand SL 50
2 x Strand SL 30
2 x Strand SL 16/32
3 x Optique 15/42
2 x P.264
2 x T-Spot II
3 x Quartet 15/25
2 x P.23

Fresnels

24 x Cantata F
2 x Starlette 1000
1 x Harmony F
5 x Minuette
2 x Prelude F
3 x Quartet F
2 x P.123

Floods

9 x Coda 500/1
4 x Coda 500/4
4 x 8-cell 200w Ground row (3 circuit)

Beamlights

2 x SN Par 64
12 x Par 64

P.C.'s

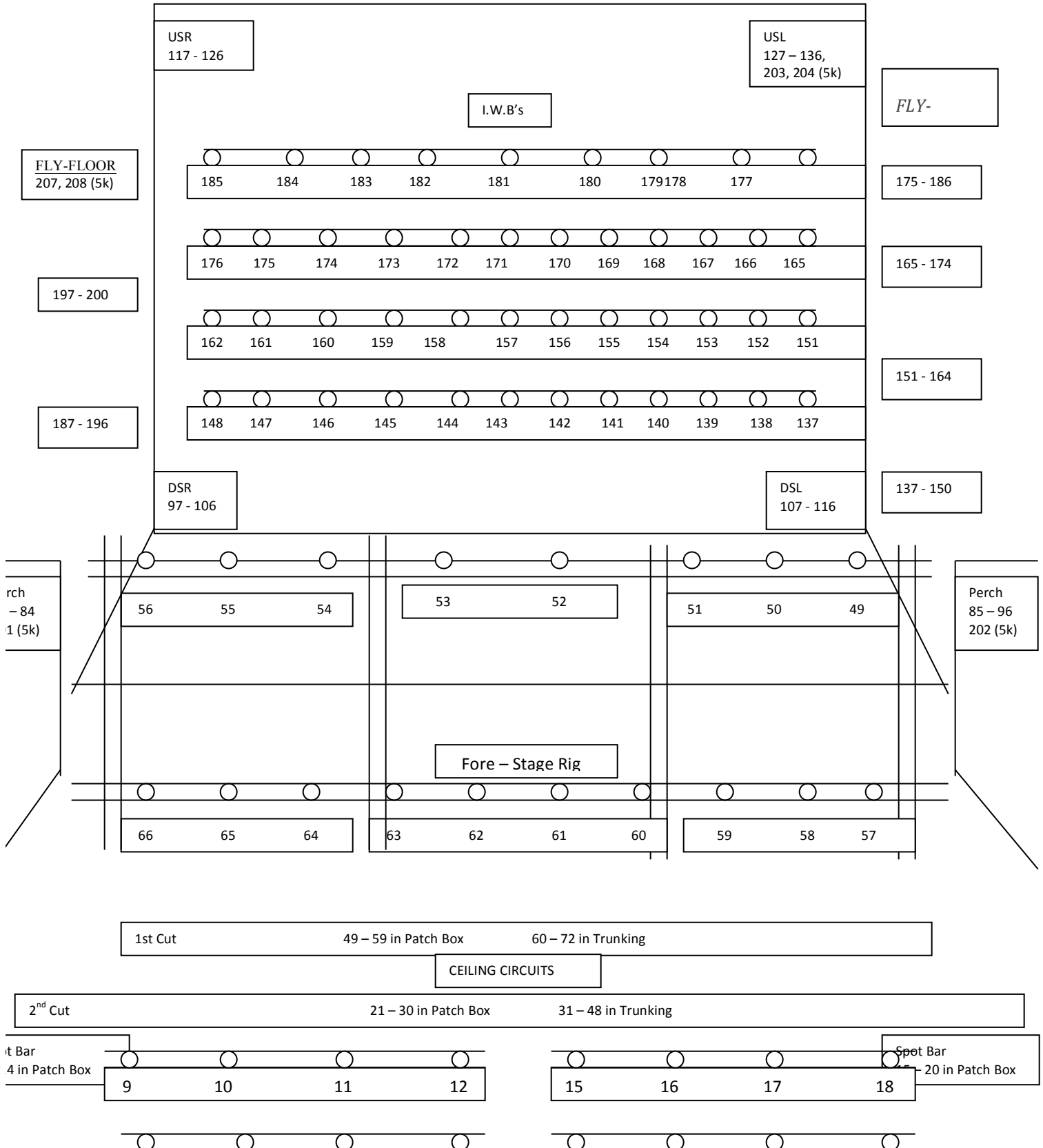
2 x P.814
4 x Cantata PC
3 x Quartet PC

1 x Strand Solo 2K F/Spot
1 x Cantata F/Spot

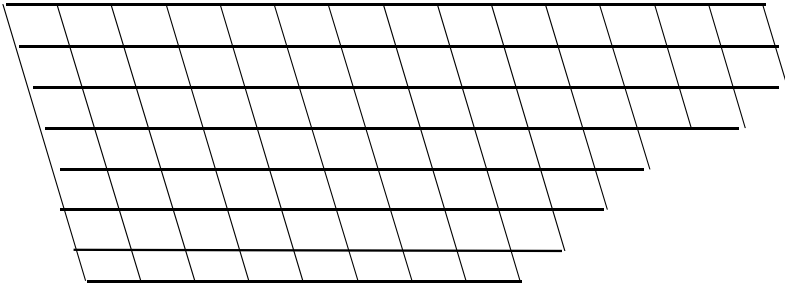
LIGHTING CIRCUIT PLAN

Phasing:

15a x 2: 1 - 72 Red (FOH), 73 - 136 Yellow (Stage/Perches), 137 - 200 Blue (Flies/IWBs)
5k: 201, 202 (Perches) 203, 204 (USL) 205 - 208 (Flies/IWBs)

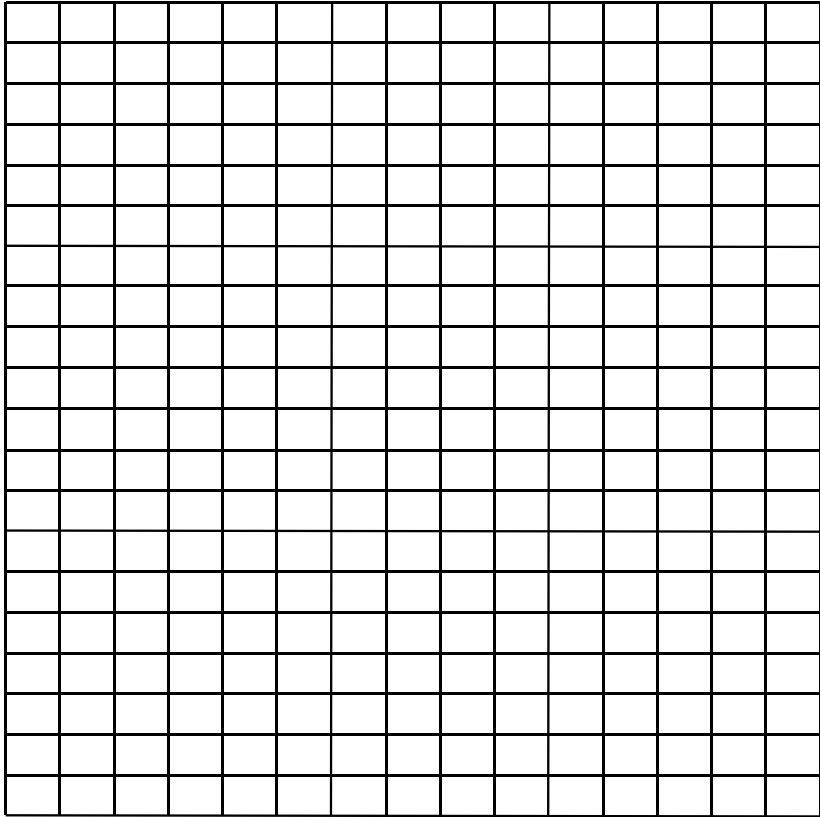


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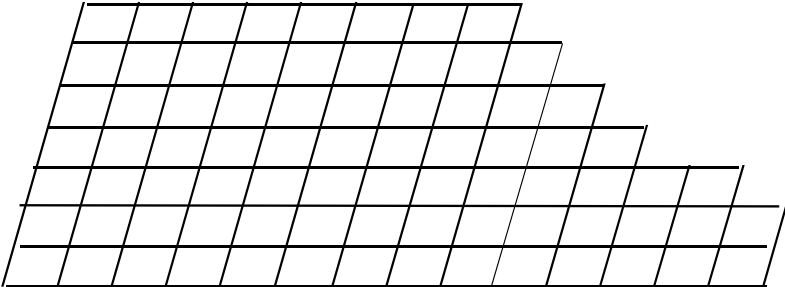
O N M L K J I H G F E D C B A

8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27



O N M L K J I H G F E D C B A

28 29 30 31 32 33 34



1 2 3 4 5 6 7

8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27

28 29 30 31 32 33 34

GREENWOOD THEATRE
AUDITORIUM SEATING PLAN

Greenwood Theatre Emergency Evacuation Protocol

During a performance in the Greenwood Theatre, if the fire alarm is triggered it does not make any noise but instead yellow beacon lights flash. This is a legal requirement so that audience members are not panicked by a siren as they sit in the dark.

When these beacons begin to flash, the house lights will be raised and all music and microphones will be turned off. The Stage Manager and Assistant Stage Manager/s will ask the cast to walk to the back of the stage and will then drop the Safety Curtain in. The cast will evacuate from the stage and their dressing rooms using their nearest exits as marked. The Theatre Manager will make an announcement to the audience and control the evacuation of the auditorium, so all cast and crew are responsible for themselves.

Procedure for Stage Performance or Rehearsal

1. Fire alarm raised via beacons flashing due to sounders on silent
2. Fire Brigade is called via Trust switchboard
3. Theatre Manager/Technician makes visual inspection of auditorium from office and proceeds to stage
4. Theatre Manager/Technician stops performance/rehearsal and requests Stage Manager to raise house lights and bring in Safety Curtain
5. **Performance only:** Theatre Manager/Technician makes short announcement to audience
6. **Performance only:** Four trained student ushers evacuate auditorium and control room
7. **Rehearsal only:** Theatre Manager/Technician sweeps and evacuates control room
8. Theatre Manager/Technician proceeds to security office to check:
 - a. Fire alarm panel
 - b. in/out board for site services personnel
 - c. Signing In book for contractors and visitors
9. *on hearing the fire alarm:* performers and stage crew evacuate building from dressing room block/rear of stage as per instructions given in previous fire safety training given by Theatre Manager
10. *on hearing the fire alarm:* Security guard #1 sweeps and evacuates dressing room block
11. *on hearing the fire alarm:* Security guard #2 sweeps and evacuates boardroom and plant room
12. If a real fire is detected, Fire Brigade is called manually by Theatre Manager/Technician
13. Occupants gather at Assembly Point on Melior Street
14. Theatre Manager/Technician liaises with Trust security and Fire Brigade